



## North Dakota Department of Health HIPAA Policy

<b>Policy Title:</b>	<b>Transmission Security</b>	
<b>Policy Number:</b>	S-010	Version: 1.0
<b>Reference:</b>	45 CFR 164.312 (e)	
<b>Applicability:</b>	Department of Health	
<b>Approved By:</b>	Dr. Terry Dwelle, State Health Officer Arvy Smith, Deputy State Health Officer Darleen Bartz, HIPAA Coordinator, Privacy Officer	
<b>Effective Date:</b>	April 14, 2003	

### **Policy:**

The NDDoH will ensure the integrity of all protected health information (PHI) that is being transmitted over an electronic information network.

### **Exceptions:**

None

### **Procedure:**

- All NDDoH data networks will be secured behind the state firewall to prevent any unauthorized access to PHI.
- NDDoH PHI stored in an electronic information system will not be transmitted over the Internet without the use of an NDDoH approved encryption tool or method. All encryption tools or methods must be approved by the NDDoH Information Technology (IT) Group.
- NDDoH employees that send e-mails containing PHI must consult with the Information Security Officer or their assigned IT coordinator, prior to sending the e-mail, to ensure that the PHI is being transmitted in the most secure manner possible.
- Any e-mail that contains PHI must have the following confidentiality notice attached:
  - **Confidentiality Notice:** This e-mail message, including any attachment(s), is for the sole use of the intended recipient(s) and may contain confidential information. Any unauthorized review, use, disclosure or distribution is strictly prohibited. If you are not the intended recipient, please contact the sender, by e-mail, and destroy all copies of the original message.

### **Related Forms:**

None

**Definitions:**

*NDDoH* – North Dakota Department of Health

*Protected Health Information* – Individually identifiable health information that is transmitted or maintained by electronic media or transmitted or maintained in any other form or medium.

*Individually Identifiable Health Information* – Health information which includes demographic information that relates to the past, present or future physical or mental health or condition of an individual; the provision of health care to an individual; or the past, present or future payment for the provision of health care to an individual and that identifies the individual or there is a reasonable basis to believe the information can be used to identify the individual